

Wiggin Memorial Library - Stratham, NH

Minutes of the Board of Trustees Meeting Tuesday, May 17, 2011

A regularly scheduled meeting of the Board of Trustees took place Tuesday, May 17, 2011 at the Wiggin Memorial Library. Bruce Cotter called the meeting to order at 7:01 p.m.

The following persons were in attendance: Chairperson and Trustee Bruce Cotter; Secretary and Trustee Eileen Bischoff; Treasurer and Trustee Vic Collinino; Trustees Murray Segal and Dree Sherry; Alternate Trustees Connie Adams, Lee Beauregard and Vicki Marbacher; Trustee Emeritus Craig Wark; Friends of the Library President Richard MacCallum and Library Director Lesley Kimball.

I. Guests and Welcomes

No guests were present.

II. Action Items

Minutes: The minutes of the April 2011 meeting were reviewed. Vic Collinino motioned to accept the minutes. Motion was seconded by Dree Sherry. All members were in favor and the April 2011 minutes were approved.

Introduction of Alternate Trustees: Lee Beauregard and Vicki Marbacher have been reappointed Alternate Trustees. Bruce Cotter introduced new Alternate Trustee Connie Adams. All Alternate Trustees have been approved by the Stratham Board of Selectmen.

Approve Donations Received: Eileen Bischoff motioned to approve donations received. Motion was seconded by Vicki Marbacher. All members were in favor and the donations were approved. This is a new policy, see the NHLTA Annual Meeting recap in Old Business for details.

Approve Technology Plan: Several points were discussed and clarified. Revisions will be made for approval at the June meeting.

III. Old Business

Strategic Planning Committee Update: Approximately 120 surveys have been completed between the book sale and the two Saturdays at local supermarkets. The next meeting for this committee will be Saturday, May 21 at 10:00 a.m.

Technology Policy Update: Lesley Kimball explained how the policy was developed and a draft of the policy was reviewed. Some revisions to be made include:

- addition of responsibility statements
- wireless use statements
- access and use of circulating electronic devices
- internet safety guidelines
- Patriot Act disclosure

The existing Internet Policy will be integrated with the new policy. Internet usage will have to fit into the general library behavior policy, cyber bullying and harassment will not be tolerated.

NHLTA Annual Meeting Report: Bruce Cotter reported on the recent NHLTA Annual Meeting and recapped the following sessions:

- The Other Money - Unexpected money, i.e. donations, must regularly be formally accepted. Public notice must be made of gifts over \$5,000. Unexpected money must be expended in the same year it is raised. Any unexpended money must be included as revenue in the subsequent year's budget. This formal approval of donations will be a new policy for the Trustees going forward.
- Mirror Mirror - Board self evaluations were discussed.

Craig Wark advised the Trustees that NHLTA orientation sessions are being scheduled. The 2012 NHLTA Annual Meeting is scheduled for May 21, 2012 at the SERESC Conference Center in Bedford.

IV. New Business

Board Evaluation: Meeting evaluation forms were distributed and discussed. These evaluations will be done every few meetings.

Koha Go Live Report: Lesley Kimball updated the Trustees on the new Koha system. The rollout went well. The first day was challenging but feedback from the public and staff is very positive. Time savings on certain applications are already being seen.

Trustee Job Description: No Trustee job description currently exists. One will be developed.

Staff Appreciation Lunch: Bruce Cotter has generously offered to again host the staff appreciation lunch at his home in September.

V. Reports and FYIs

The Treasurer's report was reviewed and accepted.

Fundraising efforts were discussed. Special note was made of the TD Bank Affinity Program.

The Director's Report was reviewed and discussed. Special note was made of the Stratham Voices Project, due to launch May 26.

VI. Executive Session

There was no Executive Session.

VII. Next Meeting and Adjournment

The next meeting of the Wiggin Memorial Library Board of Trustees will be Tuesday, June 14, 2011 at 7:00 p.m. The May 2011 meeting adjourned at 8:25 p.m.

Respectfully submitted,

Eileen M. Bischoff
Secretary and Trustee